Board of Health Meeting  
September 9, 2014

Members: Ralph Malone - Chairman, Jim Detro, Sheila Kennedy, Lee Webster (phone)  
Staff: Ella Robbins, Dave Hilton, Lauri Jones, Doug Hale, Dr. John McCarthy  
Guests: See attached register

CALLED TO ORDER & INTRODUCTIONS
The meeting was called to order by Chairman Ralph Malone at 1:30 p.m.

ADDITIONS/APPROVAL OF THE AGENDA
Chairman Ralph Malone inquired for changes or additions to the agenda. Ella requested adding authority to purchase under the Environmental Health Update section after the Water Program discussion. Ella and Lauri also requested a discussion regarding flu vaccine in the Community Health section.

Jim Detro made the motion to approve the agenda as amended. Sheila Kennedy seconded the motion, and the motion carried.

PUBLIC COMMENT
Chairman Malone opened the meeting for public comment at 1:35 p.m. Robert Simmons began by reviewing with the Board his concerns regarding his house that burned in the Carlton Complex Fires, his small lot, the well that served the house, and his septic system. Mr. Simmons shared his discussion and problems with the past and current owners of the unregistered community well that has 7 connections.

Dave Hilton and Doug Hale (OCPH staff) shared with the Board the various issues and problems with the well. Dave and Doug have had discussions with the current owners of the well and the information doesn’t seem to be passed on or shared with the 6 families on the well. Dave also reviewed with the Board that because we do not have a local Group B regulation, we are limited in the amount of help we can offer and the new owners of the well will have to work with State DOH. In addition, Public Health is not able to sign off on water for Mr. Simmons building permit as he does not have an approved source for water. Mr. Simmons expressed his frustration of with the water system issues and asked for support from the Board to consider adopting a local regulation.

The Board expressed appreciation for Mr. Simmons comments; the public comment period was closed at 1:50 p.m.

ADMINISTRATIVE ISSUES
Minutes of August 12th and August 20th, 2014
Ella stated the Board of Health minutes for the August 12th and August 20th Board meetings were mailed to the Board members earlier and there were no changes.

Jim Detro made the motion to approve the Board of Health minutes as presented. Lee Webster seconded the seconded the motion, and the motion carried.
Financial Reports – August 2014

Revenue Status Report
Ella began the discussion by presenting and reviewing the August Revenue Status report. The total revenue received in August was $96,630.00 and although the report shows 80.607% that includes the $50,000.00 Community Health pass through funds.

Expenditure by Object Report
Ella’s next discussion was a review of the monthly expenditures for August 2014. The monthly expenditures are $162,987.00 which is higher than normal. Ella reviewed the professional services category that reflects the pass through payment to Community Choice, and the liability insurance payment that was made for a total of $65,126.00 of increased expenses.

Cash on Hand Report & Reserve Accounts
Ella shared the Cash on Hand Report for August and September 2014 that is updated from the earlier version sent to the Board members. Ella stated the ending balance for August is $56,224.00 and as of September 8th we are currently at $66,711.50.

Ella next reviewed the Public Health Operating Reserve Fund (#58) continues to have a balance of $104,528.60. The Health Officer Emergency Account (#59) remains at $15,000.00 and both accounts have not changed from last month.

The motion was made by Jim Detro to approve the August Financial Reports as presented and reviewed. Sheilah Kennedy seconded the motion and the motion carried.

August Vouchers and Payroll
Ella next reviewed the August Voucher and Payroll reports. Ella reviewed the August Voucher report and stated the extra expenses this month was for the pass through payment made to Community Choice and the payment to Endurus for our liability insurance.

The motion was made by Jim Detro to approve the August Voucher and Payroll reports as reviewed and presented. Sheilah Kennedy seconded the motion and the motion carried.

Contracts
WA State Department of Health – Consolidated Contract (C16895) Am #15
Lauri and Ella started the discussion with the presentation and review of Am #15 of the Consolidated Contract. The contract is increased by $51,106 and the changes were briefly reviewed. The motion was made by Jim Detro to authorize the Chairman to sign the contract. Sheilah Kennedy seconded the motion and the contract was signed.

Health Care Authority – Medicaid Administrative Claiming
Lauri presented the Health Care Authority contract that was signed by the Chairman after last month’s Board meeting. Lauri explained the short timeline from HCA and her request to the Chairman for his signature. The motion was made by Jim Detro to ratify the Chairman’s signature on the Health Care Authority contract. Lee Webster seconded the motion and the motion carried.

Carlton Complex Fire Report – FEMA

U:\administration\2014 BOH & Correspondence\10 October BOH\02 Sept 9th BOH Minutes.doc
10/14/2014
Page 2 of 4
Ella and Dave gave a brief summary of the Public Health issues with the Carlton Fires. Ella praised the work done by Public Health and the process that is now starting with FEMA to recover some of our costs. Ella has been working towards completing the FEMA Public Assistance Application and a requirement is to be appointed as the Agent/Contract Representative for Public Health. Ella presented a letter appointing her as the agent with a signature from the Chairman of the Board. Jim Detro made the motion to appoint Ella as the Agent for Public Health for the purpose of pursuing and submitting FEMA applications to obtain funds that may be available from the Carlton Complex fires. Sheilah seconded the motion and the letter was signed by the Chairman.

**Environmental Health Update**

*On Site Septic Program Policy*

Dave and Ella next reviewed the Public Health Policy that was revised after last month’s Board meeting. The revised policy was shared with the Board members earlier and the changes have been incorporated into the County Emergency permit policy for Carlton Complex Wildfire victims (dated 8-25-14).

Dave next reviewed with the Board the issue with Darrell Rounds and the revised policy. Sheilah Kennedy questioned why adjustments for the tank could not be made if adjustments could be made for the drain field. Dave explained that the drain field continues to work and the tank is where the treatment begins before going into the drain field. In addition, the current system does not match what was required on the septic permit. The position of Public Health is to obtain a repair permit (previous permit is voided), replace the tank and use the existing drain field. Further discussion resulted in Sheilah and Dave agreeing that when a repair permit is obtained there will no further enforcement action.

*Water Program - Group B Regulation*

Dave Hilton stated that the discussion occurring earlier in the meeting with Mr. Simmons covered the issues and there was no further discussion needed at this Board meeting.

*Authority to Purchase - Trimble GPS Unit*

Ella reviewed the damage that was done to the GPS unit during the Carlton Fires. Doug and Ella reviewed the cost of a replacement unit and Enduris will cover the cost of the replacement unit minus the insurance deductible. Ella presented the quotes from Elecdatal for the Trimble GPS unit for the Board to review. The motion was made Jim Detro to approve the purchase of the Trimble GPS unit as discussed. Sheilah seconded the motion and the motion carried.

**Community Health Update**

*Communicable Disease Update*

Lauri informed the Board members of the West Nile Virus case we have in a local horse. The investigation determined that the horse has not traveled outside the county and the local veterinarians are aware of the case. The discussion also included the mosquito control board district, the district boundaries, mosquito trapping and testing, vaccinations, etc.

Lauri next reviewed the active TB client that we are continuing to monitor with direct observed therapy (DOT). Dr. McCarthy and Lauri reviewed the sputum testing procedure, the length of medication, when DOT can stop, the clients cooperation, etc.
**Flu Vaccine**

Lauri stated that we will soon be receiving the flu vaccine and we are starting to schedule flu clinics. The discussion included contacting the County to determine if the County Commissioners will be covering the cost giving county employees flu shots this year.

**Adjourn**

Jim Detro made the motion to adjourn the meeting at 2:35 p.m. Sheilah Kennedy seconded the motion, the motion carried and the meeting was adjourned.

Ralph Malone 10-14-14

Date

Ella Robbins 10-14-14

Chairman

Administrative Coordinator